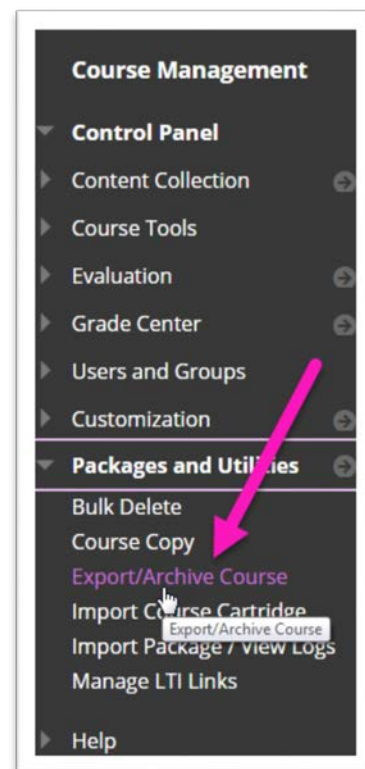
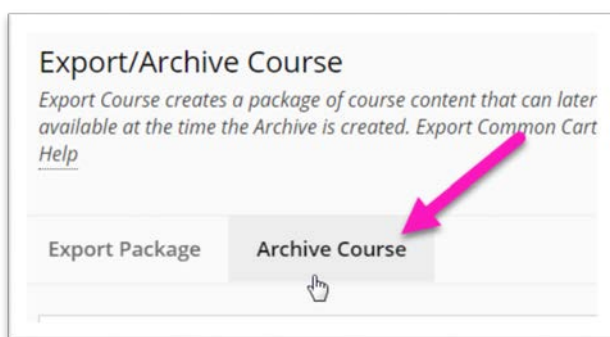


Backing Up (Archiving) Courses in Blackboard

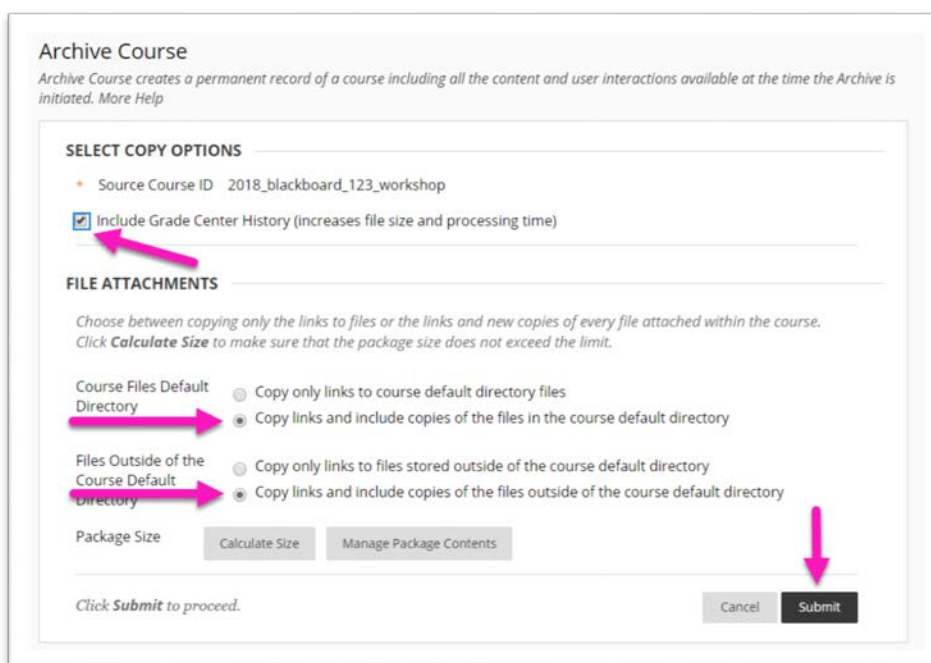
Instructors are responsible for backing up and maintaining a saved copy of their course content in Blackboard. This process is known as “Archiving” in Blackboard Learn. Course Backups/Archives should be created on a regular basis, particularly after student assignments have been submitted and graded or if changes are made to content. Having a backup increases the likelihood that content or student work can be restored if it is accidentally deleted.

Making a Backup (Archive) of Your Course:

1. Log in to Blackboard Learn at <https://broome.open.suny.edu>
2. Click on the name of the course that you would like to back up.
3. In the Course Management section of the **Course Menu** on the left side of the screen, expand “**Packages and Utilities**” and select “**Export/Archive Course**”
4. Click on the “**Archive Course**” in the Action Bar.



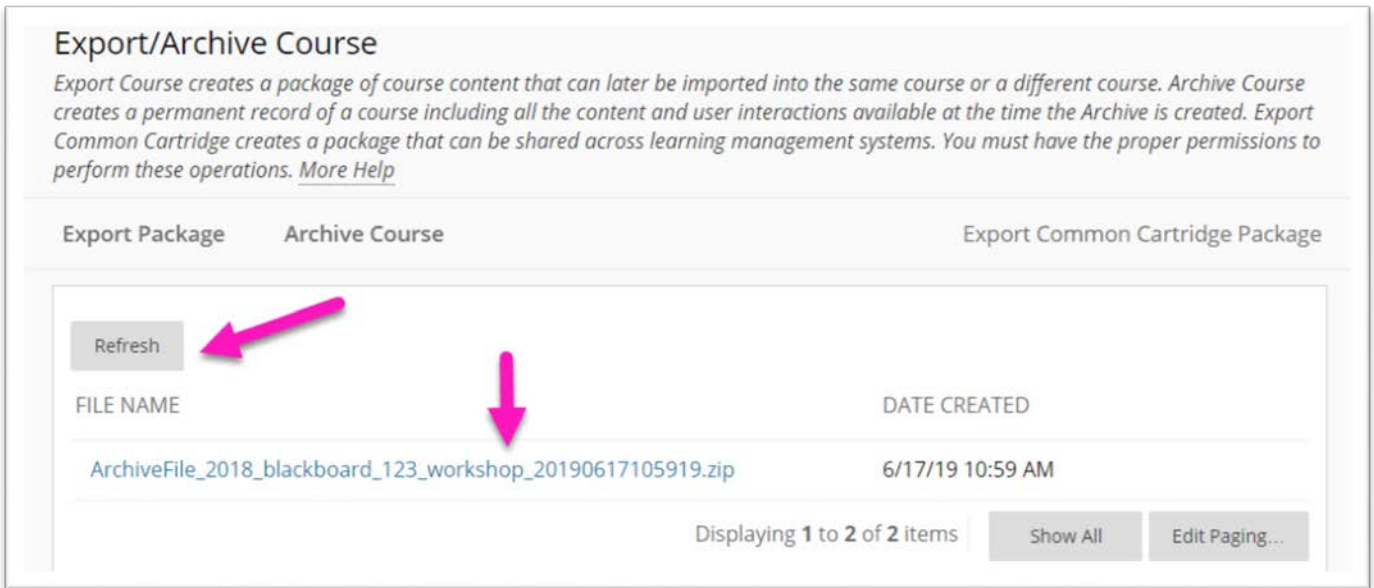
5. The Archive Course Screen will appear. Be sure to select the option to “**Include Grade Center History**” as well as both options to **include copies of files in addition to the links in the course**.



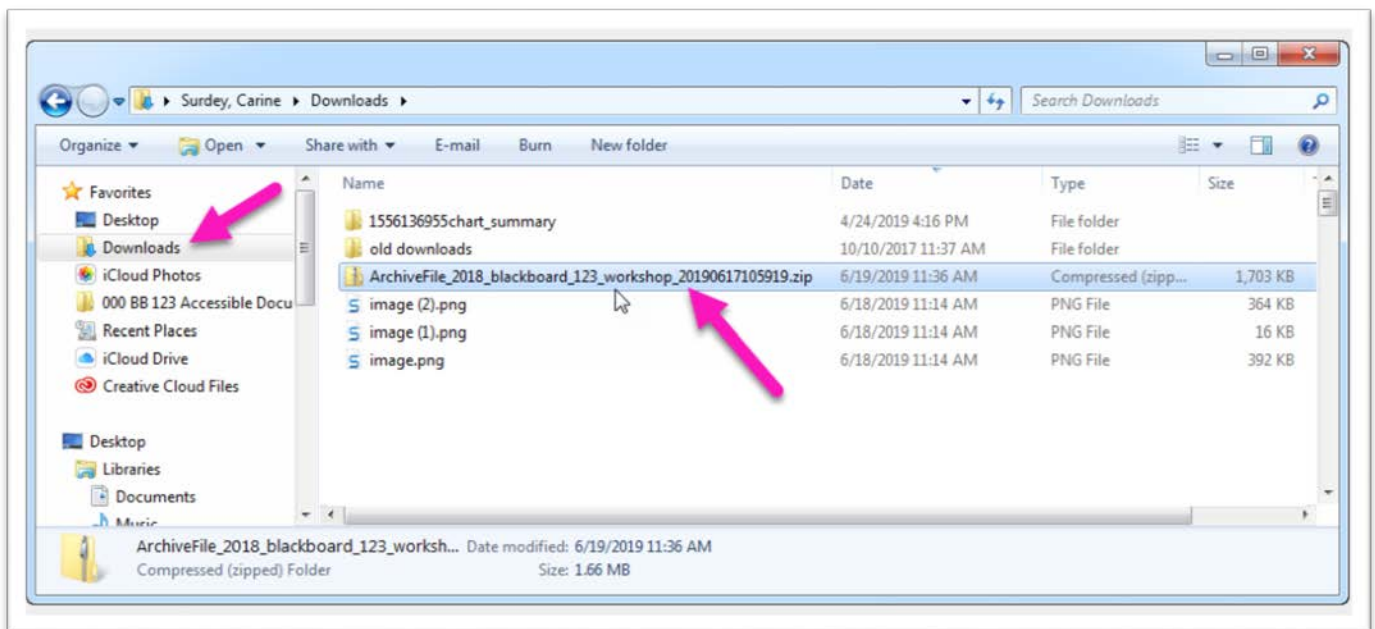
The screenshot shows the "Archive Course" configuration screen. Under "SELECT COPY OPTIONS", the "Include Grade Center History (Increases file size and processing time)" checkbox is checked. Under "FILE ATTACHMENTS", the "Copy links and include copies of the files in the course default directory" radio button is selected for "Course Files Default Directory", and the "Copy links and include copies of the files outside of the course default directory" radio button is selected for "Files Outside of the Course Default Directory". At the bottom right, the "Submit" button is highlighted with a pink arrow.

6. Click the **Submit** button.

7. Click the “**Refresh**” button to see if the Archive Process is complete. Once the Archive .zip file appears, click on its link to download it.



8. Navigate to the **Downloads** folder on your computer and copy and paste the Archive file to a location that you can find later. It will look like the file in the screenshot below, except it will contain the name of your course.



9. When the file is downloaded and copied to a new location, return to Blackboard and click the “**OK**” button in the lower right corner of the Export/Archive Course screen.



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Please visit the Online@SUNYBroome website (www.sunybroome.edu/online) for additional information pertaining to distance education. The site contains information for Students, Faculty and Chairs. A repository of informational/instructional documentation is included on the site as well as a listing of training opportunities and frequently asked questions.

